

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

July 1, 2003

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FROM: **ROBERT L. McKERNAN**, Director
 Museums Department

SUBJECT: **AGREEMENT WITH INSTITUTE OF MUSEUM AND LIBRARY SERVICES
FY 2003 CONGRESSIONALLY DIRECTED GRANTS PROGRAM FOR THE
INLAND EMPIRE ARCHIVAL HERITAGE CENTER AND WEB MODULE**

RECOMMENDATION:

1. Approve agreement with the Institute of Museum and Library Services from July 1, 2003 to June 30, 2006 in which the County will receive \$496,750 for the development of an Inland Empire Archival Heritage Center and Web Module.
2. Approve the following increases in the County Museum FY 2003/04 budget for costs and revenue related to the Archival Heritage Center and Web Module (four votes required):

<u>Object/Revenue</u>	<u>Description</u>	<u>Amount</u>
1010	Regular Salary	\$ 31,652
1015	Extra Help	\$ 66,759
1035	Overtime	\$ 94,063
1345	Payroll - Contract Employee	\$ 26,391
2000	Supplies	\$ 23,000
2115	Software	\$ 5,000
2125	Inventoriable Equipment	\$ 17,000
2140	Training	\$ 500
2350	Printing	\$ 7,500
2421	ISD Labor	\$ 1,000
2445	Professional Services	\$ 16,500
2455	Consultant Fees	\$ 56,357
2935	Travel	\$ 2,100
4040	Fixed Assets	\$ 23,000
9150	Federal Legislative Funding	\$370,822

3. Authorize the purchase of unbudgeted fixed asset not to exceed \$23,000 for Archives compact storage in the Department's History Division.
4. Authorize the addition of one new part-time Automated Systems Technician position, Technical and Inspection Unit, R42 (estimated annual cost of \$23,000), subject to classification review.

Record of Action of the Board of Supervisors

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5. Approve employment agreement with Hortense Packer as Project Coordinator effective June 28, 2003 through December 31, 2004 at the hourly rate of \$14.95 per hour.
6. Authorize Museum Director to execute grant reporting documents in relation to funding from the Institute of Museum and Library services.

BACKGROUND INFORMATION: On December 17, 2002 the Board approved San Bernardino County's 2003 Federal Legislative Platform including two County Museum proposals describing both a Web Module and the Inland Empire Archival Heritage Center. Congressman Jerry Lewis secured \$496,750 in Congressionally Directed Grants available through the Institute of Museum and Library Services (IMLS), to be allocated to these two proposals (the Project).

A portion of the grant funds will be used to hire the following additional staff needed for the Project: 0.7 FTE project coordinator, 0.5 FTE technical support position (Automated Systems Technician), and 3.0 FTE temporary extra help positions principally for data entry. Also, existing staff will assist with the design and implementation of the multi-functional web module and media archives for the Inland Empire. The web module would provide access to collections numbering more than one million objects, lots, and specimens. This information would be available for public and academic use. Enhanced web technology will allow access to distant patrons without a practical means to visit in person. Also, viewing artifacts at the Museum electronically allows for greater access to collections that would not otherwise be seen due to strict conservation guidelines related to environmental controls that preserve their integrity. Lastly, development of a media archives would improve access to historical media and publications to better serve the educational interest of the public.

Under the terms of the Agreement with IMLS, there is no matching requirement. The County Museum would administer the funds and grant agreement between July 1, 2003, and June 30, 2006, in compliance with the 2003 Omnibus Appropriations bill. Staff would submit annual reports per the Conditions of Acceptance and be reimbursed for project costs based on Requests for Advance or Reimbursement. As of this date, no funds have been expended for this Project.

Recommendation No. 1 would approve the agreement with the Institute of Museum and Library Services to receive \$496,750 for development of the Inland Empire Archival Heritage Center and Web Module. Receipt of grant funds requires Board approval in accordance with County Policy 15-03.

Recommendation No. 2 is needed to increase the Department's FY 2003/04 budget by \$370,822 as indicated, since the item was not part of the recently adopted budget. This would provide the Department with sufficient spending authority to proceed with the Project. Of this amount, \$31,652 is in regular salary (\$11,500 for the new part-time Automated Systems Technician expected to commence employment in December, 2003, and \$20,152 for increased hours of a part-time regular employee to full-time employment), \$66,759 is for the cost of the additional 3.0 FTE temporary extra help positions, \$94,063 is for overtime cost of existing staff assigned to this Project, and \$26,391 is for the Contract Project Coordinator. The balance of the IMLS related costs in FY 2003/04 would be for services and supplies (\$128,957) and fixed assets (\$23,000).

Recommendation No. 3 would authorize the purchase of archives compact storage for an amount not to exceed \$23,000. The purchase of this fixed asset was not included in the Department's FY 2003/04 budget; thus, Board approval is required in accordance with County Policy 11-04SF2.

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Recommendation No. 4 would authorize the addition of one part-time Automated Systems Technician position to assist the Department with the web module visitor experience components, access to collections, online curriculum, and general museum technology infrastructure. Following completion of the IMLS grant, this position will remain part of the Museum and will be funded within the Department's existing local cost allocation through reduced ISD direct labor charges.

Recommendation No. 5 would approve an employment agreement with Hortense Packer as Project Coordinator from June 28, 2003 through December 31, 2004. Ms. Packer's duties will include coordinating all activities related to this project, as well as grant writing to secure future funding for the web module. Ms. Packer has a strong educational background and teaching credentials along with vast experience in coordinating, implementing, and evaluating similar programs. Ms. Packer has worked on contract at the County Museum since September 22, 2001 as a project coordinator for the Irvine Foundation grant. Although the position is being terminated due to budgetary constraints, Ms. Packer's performance has been exemplary. It is because of this past experience with the Department, along with her outstanding qualifications, that Ms. Packer is being recommended for this agreement. Ms. Packer also has the necessary experience with grant applications and reporting to secure future funding for the web module project. Under terms of the proposed agreement, Ms. Packer would be compensated at an hourly rate of \$14.95 and would participate in the County's Benefit Plan and PST Deferred Compensation Plan.

Recommendation No. 6 would authorize the Museum Director to execute all documents relative to the grant from IMLS.

REVIEW BY OTHERS: This agreement has been approved as to legal form by County Counsel (Scott M. Runyan, Deputy County Counsel and Andy Hartzell, Deputy County Counsel) on June 12, 2003, by Human Resources (Tammy Ballesteros, Human Resources Officer and Linda Matthews, Classification/Interim EEO Manager) on June 12, 2003, and by the County Administrative Office (Tom Forster, Administrative Analyst) on June 23, 2003.

FINANCIAL IMPACT: All costs associated with the development of the web module and media archives are fully reimbursable from the IMLS. Costs to the Department from this item will not exceed the award (\$496,750) unless additional funding is secured through grants or legislative allocations. The costs/reimbursements for FY 2003/04 (\$370,822) were not included in the Department's FY 2003/04 budget; however, approval of Recommendation No. 2 would provide the Department with sufficient appropriations for this item. The balance of the costs/reimbursements (\$125,928) will be included with the Department's FY 2004/05 budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal because costs related to this item will be fully funded by a grant revenue source that is not in jeopardy relative to the state budget.

SUPERVISORIAL DISTRICT(S): All.

PRESENTER: Robert L. McKernan, 798-5719.

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